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ABSTRACT

The document presents systematic standards (adopted by the Associated Retail Bakers of America in accordance with the basic standards recommended by the Bureau of Apprenticeship and Training of the U.S. Department of Labor) to be used in the apprenticeship and training programs of the baking industry. Included is the following information: (1) definition of terms applicable to the program, (2) information on procedures and activities related to the apprenticeship period, (3) adaptation of national standards for use in the supervision of local apprenticeship programs, (4) selection procedures for applicants, (5) a guide to the trade classification of the baker and the skills involved in the preparation of all bakery products, and (6) a sample copy of an apprenticeship agreement between apprentice and employer. Lists of regional offices of the Bureau of Apprenticeship and Training and state and territorial apprenticeship agencies are included. (EC)

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National Apprenticeship and Training Standards for Associated Retail Bakers of America

Adopted by the
Associated Retail Bakers of America
in accordance with
the basic standards recommended by
the Bureau of Apprenticeship and Training
U.S. Department of Labor

U.S. Department of Labor
Peter J. Brennan, Secretary
Manpower Administration
Bureau of Apprenticeship and Training
1975 Edition

U S DEPARTMENT OF HEALTH,
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CE 005 404

U.S. DEPARTMENT OF LABOR
MANPOWER ADMINISTRATION
WASHINGTON, D.C. 20210

October 7, 1974

National Apprenticeship and Training Committee
Associated Retail Bakers of America

Gentlemen:

Your revised National Apprenticeship and Training Standards, covering the trade of baker, has been registered as a part of the Department of Labor's National Apprenticeship Program. It includes the basic standards recommended by the Bureau of Apprenticeship and Training.

I congratulate you and the Association which you represent on your efforts to provide a systematic and uniform method for training bakers throughout the industry. Your interest and initiative in providing guidance to your Association's membership, in line with your recommended national standards, should bring you lasting credit and satisfaction.

You may be assured of the full cooperation and assistance of our field staff in establishing local programs of apprenticeship patterned after your national standards.

Sincerely,

Hugh C. Murphy

HUGH C. MURPHY
Associate Manpower Administrator
Bureau of Apprenticeship and Training

ARBA

Associated RETAIL BAKERS of AMERICA

731-735 WEST SHERIDAN ROAD • CHICAGO, ILLINOIS 60613 PHONE Area Code 312 935-5015

OFFICERS

DIRECTORS

September 9, 1974

The Associated Retail Bakers of America, cognizant of the needs of the industry, has taken a positive step to assist in meeting those needs by adopting a national apprenticeship and training policy.

Baking is the oldest trade in the world and we are proud to help in passing on to the younger generation the training needed to perpetuate it, and to fulfill food requirements of a growing population.

Often referred to as an art as well as a trade, baking is highly creative and provides soul satisfaction as well as monetary returns. We therefore are especially pleased to be able to present this policy to Vocational Guidance Counselors and others who may come in contact with young people interested in deciding about their future.

The Associated Retail Bakers of America, with the full support of its membership, stands ready at all times to assist in recruitment and training of personnel, and sincerely hopes and believes that this program will benefit our industry, including its present and future employees, and the consuming public.

Thomas J. Grace, Jr., ARBA President

E. E. John Clark

E. E. John Clark, Chairman
National Apprenticeship and Training Committee

HONORARY DIRECTORS

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ASSOCIATED RETAIL BAKERS OF AMERICA
APPRENTICESHIP AND TRAINING STANDARDS

The basic policy of the Associated Retail Bakers of America is to assist in the training of all employees of retail bakers and to promote opportunities for workers in the retail branch of the industry. This, in turn, promotes continuity and growth for the industry. Union apprenticeship training develops the productive work force that is the best guarantee of the security and well-being of the Nation.

The most important objective is to meet the needs of the industry for skilled and competent journeymen bakers. Shop experience and related instruction constitute the hardcore of training conducive to career success in the bakery foods industry.

Experience indicates that flexible rather than traditional fixed periods are required to train men and women for skilled jobs most efficiently and economically with the highest standards of achievement.

It is recognized that the time required to learn the basic skills needed in the baking industry varies with the ability and application of individuals, the type of work for which they are being trained, and the facilities available to them.

After the required on-the-job training and related instruction have been mastered, according to defined levels of attainment, suitable recognition shall be given by the appropriate agency.

Because of the rapid, inevitable changes continually taking place in this industry, the Associated Retail Bakers of America's National Apprenticeship and Training Committee will maintain a constant surveillance of apprenticeship and training problems and new requirements. It will recommend such changes as may be necessary from time to time to assure the effectiveness of this training program.

Definitions

"Apprentice" shall mean a person who has signed an apprenticeship agreement to learn the trade of baker as outlined in this program, and who is registered with the appropriate registration agency.

"Apprenticeship agreement" shall mean a written agreement between an employer and the apprentice.

"Association" shall mean the Associated Retail Bakers of America. For the purpose of this program, the association's

address will be 731-735 West Sheridan Road, Chicago, Ill. 60613.

"Employer" shall mean any member of the retail branch of the bakery foods industry who has the facilities and equipment to train apprentices in accordance with the terms and conditions of this training program.

"National Apprenticeship and Training Committee." This committee is directly responsible to the association for apprenticeship and training. While the association sets the national standards, the national committee works to maintain them throughout the retail branch of the bakery foods industry. The adjustment of these standards to the needs of the industry, the development of new training criteria and guidelines, and the application of measures of attainment also rest with the association.

"Supervisor of apprenticeship and training" shall mean the individual selected by the employer to organize and conduct the program for the employer in accordance with the national standards.

"Registration agency" shall mean a State apprenticeship agency[1/] recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor; or, in States where there are no such agencies, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

1/ Local application of these national apprenticeship and training standards in States having State apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training and the State apprenticeship agencies are available to advise on such standards.

I. APPRENTICES

1. Qualifications for Apprenticeship

An applicant for apprenticeship shall not be less than 18 years of age and shall pass a physical examination given by a physician selected by the employer. Employers may establish additional qualifications as desired or deemed necessary. Such qualifications must be specific, clearly stated, and directly related to job performance.

2. Term of Apprenticeship

Apprentices shall serve a minimum of 6,000 hours of on-the-job training in the baker trade. Such term will include the probationary period. The apprentice's progress in each phase of apprenticeship may be determined in a credit hour basis. Therefore, an apprentice who, by unusual aptitude and industry or because of past educational and/or practical experience, achieves the desired level of attainment in one phase of apprenticeship in less than the time designated may be advanced to the next phase.

When such advancement is made, the apprentice shall be paid the rate of the period to which he is advanced.

3. Apprenticeship Agreement [2/]

The apprentice shall be covered by written apprenticeship agreement with the employer, which shall be signed by both and registered with the appropriate registration agency. [3/] Such agreement shall contain a statement making the terms and conditions of the local program a part of the agreement. [4/]

4. Probationary Period

Apprentices employed under local standards shall be subject to a probationary period, not to exceed 3 months or 500 hours of reasonably continuous employment on the job.

The probationary period will give apprentices the opportunity to observe work in its entirety and enable them to decide

2/ Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State apprenticeship agency or the Bureau of Apprenticeship and Training. If such is not the case, copies of the sample form included herein may be used.

3/ Where required by law and/or local custom, the apprenticeship agreement will also be signed by the apprentice's parent or guardian.

4/ Registration agencies in the following States require a signed copy of the apprenticeship agreement for registration purposes: Arizona, California, District of Columbia, Kentucky, Maine, Massachusetts, Minnesota, New Hampshire, New Mexico, Oregon, Rhode Island, Washington, and Wisconsin.

whether it will be to their liking; and it will give the employer the opportunity to determine whether an apprentice has the ability to absorb further training. Upon satisfactory completion of the probationary period, apprentices will enter into an apprenticeship agreement with the employer and be given credit toward their apprenticeship for training and time spent in probationary status. Apprenticeship agreements may be canceled at any time. The registration agency shall be advised of all cancellations and terminations of apprenticeship agreements.

5. Credit for Previous Experience

Upon a finding that applicants have had previous experience, either practical or educational, to qualify them for advanced standing in the apprenticeship program, it is recommended that they be given advanced standing, subject to review by the employer at or before the end of the probationary period. Where advanced standing is so granted, apprentices will be paid the rate of the period to which they are advanced.

6. Hours of Work

The length of the workday and workweek for apprentices and conditions associated therewith shall be the same as those of other employees doing comparable work for the employer.

7. Wages

The apprentice shall be paid for each hour spent in the shop and in related instruction during normal working hours at a progressively increasing schedule of wages to be established on a percentage of the skilled baker rate paid by the employer, but in no case shall the beginning rate be less than the applicable minimum under the Federal Fair Labor Standards Act, if applicable. It is recommended that increases be granted at intervals of 1,000 hours.

Upon successful completion of the apprenticeship, the apprentice may be reimbursed by the employer for any expenses to cover tuition fees, books, and supplies required for approved baker courses.

8. Progress Reports

The progress of the apprentice shall be reviewed prior to advancement to each phase of the apprenticeship and at such other time as it is deemed necessary by the employer. Consideration shall be given to related instruction and on-the-job work records and such other factors as are indicative of the apprentice's development in the skills of the baker trade.

9. Work Experience

The apprentice shall be taught the use, care, and effective handling of all tools and equipment commonly used by the employer. Apprentices shall be given such work experience and training in the trade as to assure them the skill and proficiency characterizing a qualified and competent baker. Such on-the-job training will be under the general supervision of the employer's supervisor of apprentices and under the direct supervision of a qualified baker.

10. Related Instruction

The apprentice shall be required to attend supplemental instruction classes in subjects related to the trade for a minimum of 144 hours per year. These classes may be given during or outside the apprentice's regular working hours depending upon available facilities. Time spent outside working hours shall not be considered hours of work.

To provide appropriate instruction, in-shop courses may be given, utilizing company or outside personnel as instructors. Local high schools, trade schools, and colleges usually cooperate in offering related studies that can be taken after working hours.

11. Apprentice Records, Reports, Examinations

The National Apprenticeship and Training Committee shall require local employers to develop and keep such records as are necessary for the proper training of apprentices under these standards, as follows:

a. Application forms for entrance into apprenticeship.
b. Results of tests or examinations required for entrance and periodically for progress and for completion.
c. Copies of registered apprenticeship agreements.
d. Periodic report forms.
e. Records of progress and attendance in related and technical instruction and of selection standards and procedures.

12. Equal Opportunity in Apprenticeship

All programs of apprenticeship registered with the Bureau of Apprenticeship and Training must include in their standards the following equal opportunity pledge: "The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in

apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30, as amended."

In addition to establishing qualification standards, each employer employing five or more apprentices will be required to develop and adopt an affirmative action plan which shall include goals and timetables if analysis indicates underutilization of minorities, and shall adopt a selection method consistent with the requirements of title 29, CFR, part 30, as amended.

An employer with a program in which fewer than five apprentices are indentured shall not be required to adopt an affirmative action plan under section 30.4 or a selection procedure under section 30.5 of title 29, CFR, part 30, as amended.

Detailed information regarding the application of nondiscrimination requirements under title 29, CFR, part 30, may be obtained from the Bureau of Apprenticeship and Training, U.S. Department of Labor, or State apprenticeship agencies.

13. Accident Prevention

Apprentices shall receive training and instruction in accident prevention and safe working habits during their entire term of apprenticeship, both on the job and in related instruction. Such instruction shall be coordinated with the actual work being performed on the job and the tools and equipment used.

14. Adjusting Differences

The employer and the apprentice shall have the right and privilege of appeal to the appropriate agency or its designated representative in the event of disputes or controversies arising over any provision of the local apprenticeship standards which cannot be settled satisfactorily between them. The appropriate agency or its designated representative shall hear all parties and make such adjustments, if any, as either the agency or representative may consider necessary. The registration agency or its representative may be consulted for an interpretation of any provisions of the standards over which difficulties exist.

15. Certificate of Completion of Apprenticeship

Apprentices who complete their apprenticeship and who have passed the required examination for journeymen shall be awarded a certificate by the appropriate agency, attesting to

their satisfactory completion. Certificates of completion are also available upon request from the registration agency for all apprentices completing their apprenticeship under registered standards.

II. ADAPTATION OF NATIONAL STANDARDS TO LOCAL USE AND PROGRAM SUPERVISION

The Associated Retail Bakers of America, through its national committee, shall oversee these national standards and their use in obtaining the maximum effectiveness of local apprenticeship programs, to insure the availability of competently trained personnel to meet the needs of its industry. The meaningful adaptation of the association's stated policy to local operations will require active cooperation between the association or local association and the individual bakeries.

1. Employers and Supervisors of Apprenticeship and Training

Responsibility for apprenticeship and training in the local bakeshop usually falls upon the employer.[1]

It is recommended that the local employer select a supervisor of apprentices to organize and conduct the apprenticeship program.

It shall be the duty of the employer to apply or develop apprenticeship standards consistent with the industry's national standards and covering such items as:

a. Method of selecting apprentice applicants.
b. Schedule of work experience on the job.
c. Progressively increasing schedule of rates for the apprentice.
d. Provision for reviewing or testing the apprentice's progress.
e. Providing the apprentices with certificates of completion.

It shall also be the responsibility of the employer to:

a. Determine the need for, and the availability of, qualified bakers in the local area.
b. Base apprenticeship selections on qualifications alone.

[1] Nothing herein supersedes existing agreements or practices between management and labor. Thus, the use of local joint apprenticeship committees or individual employer standards shall continue in force where they exist. In such cases the body responsible for apprenticeship and training is charged with the duties and responsibilities set forth herein.

c. Assure that the necessary on-the-job experience and related instruction are provided apprentices.

d. Notify the appropriate registration agency of any cancellation or termination of apprenticeship agreements.

e. Prepare and submit all necessary reports concerning the employer's program to local, State, or Federal agencies concerned.

f. Prepare and submit to the Associated Retail Bakers of America, Chicago, Ill., office—

(1) an initial report outlining the local apprenticeship program,

(2) a periodic report regarding apprenticeship activities, and

(3) any amendments to the local apprenticeship program.

2. Ratio of Apprentices

One apprentice may be employed in all shops where one journeyman baker, including the employer if qualified, is regularly employed (i.e., at least 30 hours per workweek). Thereafter, one apprentice may be employed for each additional three journeymen, or major fraction thereof, regularly employed.

3. Filing With the Registration Agency

A copy of the local apprenticeship standards, and any amendments thereto, shall be registered by the appropriate local registration agency, as identified in the section on Definitions.

4. Consultants

Guidance in the successful operation of the apprenticeship program is always available from the association representative. Advice and assistance may also be sought from the Bureau of Apprenticeship and Training, U.S. Department of Labor, the State apprenticeship agencies, and/or State departments of education.

5. Term of Apprenticeship

Each apprentice will have to serve approximately 3 years' apprenticeship, composed of the following:

a. Probationary Period—Not to exceed 3 months or 500 hours of on-the-job training.

b. Local Shop On-the-Job Training—Not less than 6,000 hours.

An apprentice shall work with a journeyman baker at all times and shall receive instruction pertaining to various types of bakery foods and bakery methods. Apprentice bakers must familiarize themselves with all phases of a baker's activities and apply themselves generally in a manner that will lead to their advancement and proficiency in the trade. As they progress and become familiar with the subjects related to the operation of the bakery and methods of baking, apprentices will be expected to perform more difficult operations of the baker's trade.

6. **Minimum Rates of Pay** (Suggested)

1st—1,000 hours—50% per hour of the journeyman's wage
2 d—1,000 hours—55% per hour of the journeyman's wage
3rd—1,000 hours—60% per hour of the journeyman's wage
4th—1,000 hours—70% per hour of the journeyman's wage
5th—1,000 hours—80% per hour of the journeyman's wage
6th—1,000 hours—90% per hour of the journeyman's wage

7. **Modifications**

The Associated Retail Bakers of America reserves the right to make such changes in these national apprenticeship and training standards as may in its judgment be necessary.

Approved and adopted by the Associated Retail Bakers of America this 9th day of September, 1974.

/s/ Thomas J. Mac L.
President

/s/ Richard C. Gobles
Executive Vice President & Secretary

Registered as incorporating the basic standards recommended by the Bureau of Apprenticeship and Training this 7th day of October, 1974.

/s/ Hugh C. Murphy
Associate Manpower Administrator
Bureau of Apprenticeship and Training

SELECTION PROCEDURES

1. Information regarding apprenticeship openings and requirements shall be furnished by the employer to the local State employment service and to the local schools.

2. Such information will also be posted at the employer's normal place of application for apprenticeship. Applications of responding candidates will be recorded. Those meeting the basic qualifications, such as age and physical condition, will be referred to the local office of the State employment service for aptitude testing.

The local State employment service will supply the aptitude testing and grading. Such testing measures general intelligence, manual dexterity, pedal dexterity, hand/eye coordination, perception, finger dexterity, and numerical and verbal comprehension.

3. Applicants who qualify in the aptitude tests will be interviewed by the employer or a designated representative. The interview shall cover such factors as attitude toward work and apprenticeship, sense of responsibility, previous work experience, whether related or unrelated to the trade, reasons for interest in the trade, hobbies, and physical factors.

4. Qualified applicants will be rated numerically on the basis of the following factors:

	Maximum
a. Aptitude test results. (If actual scores are used, rank in relation to minimum qualifying score.)	40
b. Reference and conduct record	25
c. Interview (personal impression of interest, sincerity, and adaptability to the trade)	25
d. Previous working experience (related and unrelated)	10

Selection of qualified applicants shall be in descending order of ranking. Records of the selection process shall be retained for a period of 5 years.

GUIDE TO THE TRADE CLASSIFICATION OF BAKER

Note: This is a general guide, sufficiently flexible to permit adaptations to fit local conditions, both as to hours and work processes.

By definition, baking is a process whereby raw materials consisting chiefly of flour, fats, dairy, sugar, and other agricultural products are combined and converted by exposure to heat into finished foods.

The trade of baking encompasses a number of classes of products, each of which has its own particular characteristics, requiring a variety of skills. The skills involved in the preparation of all bakery products are found within the following basic processes.

		Approximate hours
1.	Weighing of properly processed ingredients	300
2.	Mixing and conditioning of dough, batter, batch, etc.	1,500
3.	Makeup into units	2,400
4.	Further processing by baking (or frying, freezing, or cooking)	500
5.	Finishing and decorating	1,000
6.	General work	300
	Total	6,000

Pie Making

1. Fruit pies
   a. Preparation of crust
   b. Preparation of filling
   c. Oven technique
2. Soft pies— custard and meringues
   a. Preparation of crust
   b. Preparation of filling
   c. Oven technique
3. Chiffon pies
   a. Preparation of crusts
      (1) Regular crust
      (2) Graham cracker crust
      (3) Short dough crust
   b. Preparation of filling
   c. Oven technique

Cookie Making

1. Rolled-out cookies
2. Dropped
3. Bagged
4. Bars
5. Fancy
6. Wirecut
7. Macaroons

Cake Making

1. High ratio cakes
   a. Yellow
   b. Devil's food
   c. White
2. All purpose cakes
3. Sponge cakes
4. Chiffon
5. Angel
6. Miscellaneous cake specialties
   a. Old-fashioned pound cake
   b. Modern pound cake
   c. White pound cake
   d. Fruit cakes (light and dark)
   e. Honey cake
   f. Spice cake
   g. Molasses
   h. Cheese cake
   i. Petits fours
7. Decorating and finishing
   a. Use of tools
   b. Media and vehicles
      (1) Fondant
      (2) Butter cream
      (3) Whipped cream
      (4) Chocolate
   c. Application
      (1) Simple finishing
      (2) Tube work
      (3) Butter cream sculpture
      (4) Flowers and figures
   d. Color harmony, design, composition
      (1) Piping jel
      (2) Pulled sugar
      (3) Marzipan

Preparation of Yeast Goods

1. Fermentation
2. Straight doughs and sponge doughs
3. Rolled-in doughs
4. Types of yeast products
   a. Breads
      (1) White breads
      (2) Whole wheat and graham
      (3) Various national breads
      (4) Raisin and nut
      (5) Hearth breads, including rye, French, Italian
   b. Rolls
      (1) Soft rolls (hamburger, parker, etc.)
      (2) Hard rolls (Kaiser, French, etc.)
   c. Buns
      Cinnamon buns, sticky buns, streusel buns, and endless variations from same basic dough
   d. Yeast raised doughnuts
   e. Coffee cakes and Danish
      (1) Basic sweet yeast dough
      (2) Sponges
      (3) Rolled-in babka
      (4) Fillings

Preparation of Miscellaneous Specialties

1. Puff pastry
2. Eclairs, French crullers
3. Biscuits, baking powder crullers
4. Muffins
5. Almond paste specialties
6. Strudel
7. Other fillings and toppings
8. Pizza pies

General Work

Cleaning and greasing pans; cleaning of utensils; care of machinery; proper storage of materials; replenishing stock in shop; personal cleanliness; handling and racking of baked goods.

U.S. DEPARTMENT OF LABOR • MANPOWER ADMINISTRATION
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT

Between Apprentice and Employer

CHECK APPROPRIATE BOX
- ☐ Vietnam Era Veteran
- ☐ Other Veteran
- ☐ Non-Veteran

SOCIAL SECURITY NUMBER

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship.

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29, Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the (*Name of Apprenticeship Standards*) _____ which are made a part of this agreement.

The apprentice agrees to apply himself diligently and faithfully to learning the trade in accordance with this agreement.

TRADE	TERM OF APPRENTICESHIP (*Hours or Years*)	PROBATIONARY PERIOD
CREDIT FOR PREVIOUS EXPERIENCE	**TERM REMAINING**	**DATE THE APPRENTICESHIP BEGINS**

This agreement may be terminated by mutual consent of the signatory parties, upon proper notification to the registration agency.

NAME OF APPRENTICE (*Type or Print*)	**TO BE COMPLETED BY THE APPRENTICE**
SIGNATURE OF APPRENTICE	DATE OF BIRTH (*Month, Day, Year*)
ADDRESS	CHECK APPROPRIATE BOX ☐ MALE ☐ FEMALE
PARENT OR GUARDIAN	RACE, ETHNIC GROUP: (*Check one*) ☐ CAUCASIAN/WHITE ☐ INFORMATION NOT AVAILABLE ☐ NEGRO/BLACK ☐ NOT ELSEWHERE CLASSIFIED ☐ ORIENTAL ☐ SPANISH AMERICAN ☐ AMERICAN INDIAN
NAME OF EMPLOYER (*Company*)	
ADDRESS	HIGHEST EDUCATION LEVEL (*Check one*) ☐ 8th GRADE OR LESS ☐ 8th GRADE OR MORE ☐ 12th GRADE OR MORE

SIGNATURE OF AUTHORIZED OFFICIAL	
APPROVED BY (*Joint Apprenticeship Committee*)	
SIGNATURE OF CHAIRMAN OR SECRETARY	DATE
REGISTERED BY (*Name of Registration Agency*)	
SIGNATURE OF AUTHORIZED OFFICIAL	DATE

MA 6-71B
Jan. 1973

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REGIONAL OFFICES
BUREAU OF APPRENTICESHIP AND TRAINING

Location	States Served	
Region I JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, N.E., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 1114 Commerce Street, Room 1814 Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII Federal Bldg., Room 16440 1961 Stout Street Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X Arcade Plaza Bldg., Room 2055 1321 Second Avenue Seattle, Wash. 98101	Alaska Idaho	Oregon Washington

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprentices Services
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz. 85005

Division of Apprenticeship Standards
Department of Industrial Relations
455 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif. 94102

Colorado Apprenticeship Council
200 East Ninth Avenue, Room 216
Denver, Colo. 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council
Department of Labor and Industry
618 North Union Street
Wilmington, Del. 19805

District of Columbia Apprenticeship Council
Room 1200
1100 Vermont Ave., N.W.
Washington, D.C. 20005

Bureau of Apprenticeship
Florida Department of Commerce
1321 Executive Center Drive
Tallahassee, Fla. 32301

Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

Apprentice Training Division
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka, Kans. 66603

Kentucky State Apprenticeship Council
Capitol Plaza Tower, 12th Floor
Frankfort, Ky. 40601

Division of Apprenticeship
Department of Labor
1001 Land & Natural Resources Building
Baton Rouge, La. 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Bldg.
Augusta, Maine 04330

Maryland Apprenticeship and Training Council
Department of Labor and Industry
203 East Baltimore Street
Baltimore, Md. 21202

Division of Apprentice Training
Department of Labor and Industries
State Office Bldg.
Government Center
100 Cambridge Street
Boston, Mass. 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Bldg., 5th. Floor
444 Lafayette Road
St. Paul, Minn. 55101

Montana State Apprenticeship Council
Division of Labor Standards
1331 Helena Avenue
Helena, Mont. 59601

Nevada Apprenticeship Council
Department of Labor
Capitol Bldg.
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor
1 Pillsbury Street
Concord, N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
1010 National Bldg.
505 Marquette, NW.
Albuquerque, N. Mex. 87101

Bureau of Apprentice Training
Department of Labor
The Campus, Bldg. No. 12
Albany, N.Y. 12226

Division of Apprenticeship Training
Department of Labor
Raleigh, N.C. 27602

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Avenue, Room 250
Columbus, Ohio 43204

Apprenticeship and Training Division
Oregon Bureau of Labor
Labor & Industry Bldg., Room 115
Salem, Oreg. 97310

Pennsylvania Apprenticeship and Training Council
Department of Labor and Industry
Labor and Industry Bldg., Room 1547
Harrisburg, Pa. 17120

Apprenticeship Division
Department of Labor
444 Barbosa Avenue
Hato Rey, P.R. 00917

Rhode Island Apprenticeship Council
Department of Labor
235 Promenade Street
Providence, R.I. 02908

Utah Apprenticeship Council
Industrial Commission
431 South Sixth East, Room 225
Salt Lake City, Utah 84102

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Bldg.
Montpelier, Vt. 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 1814
Ninth Street Office Bldg., Room 334
Richmond, Va. 23214

Director of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, V.I. 00820

Apprenticeship Division
Washington State Department of Labor and Industries
318 East Fourth Avenue
Olympia, Wash. 98504

Division of Apprenticeship and Training
P.O. Box 2209
Madison, Wis. 53701

1/ All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

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